

**Columbia River CSO – WorkSource – Clark College**  
**Comprehensive Evaluation Plan**  
**April 3, 2006**

- 1. Please list the local DSHS, ESD and CTC agency partners that will be participating in the CE process in your local area (i.e. specific CSO(s), WorkSource site(s) and CTC(s)).**

Columbia River CSO  
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- 2. Describe how child care and needed support services will be handled at the time of application (Positive Prevention Services) to help ensure that parents can participate in the CE process without delay.**

Upon application each client will have all possible resources reviewed, including child support, UI, and other resources to ensure the client takes advantage of services which would prevent the need for TANF;

Each client will be considered for Diversion Cash Assistance;

Childcare and transportation needs will be addressed.

- 3. Describe where each of the CE elements -- listed above and in the standards -- will be conducted:**

Financial intake, Prevention Services and ongoing case management are located at Columbia River CSO.

Orientation, CASAS Appraisal and college advising will take place at Clark College classrooms at the Town Plaza site, or in the DSHS or Worksource space in the same building. All agencies are co-located.

The Choices evaluation and job counseling are delivered at WorkSource (also co-located).

**4. Describe how each element of the CE will be conducted (e.g. individual interview, group process, group or individual testing etc.)**

Columbia River CSO uses the e-JAS tools developed for the CE process (individual).

WorkSource utilizes Choices to evaluate the clients employability and documents their recommendations in the Steps to Employment tool. Choices is usually a group process, job counseling is individual.

Clark College uses CASAS Appraisal, COMPASS and WorkKeys as indicated by the clients training and educational needs and plans. Clark College staff will also see each client individually for advising and/or education information.

**5. Describe how your local CE process will meet the completion time frame standards (an average of 10 work days to complete CE and no more than 30 calendar days from TANF application to participation in a pathway activity).**

Following financial intake, each client is seen by a WorkFirst case manager to be screened for the CE process, to determine if the client needs to be routed to a social worker (a social worker is on call for this purpose and available to address issues immediately) for emergent needs, to complete an initial IRP which describes the specific steps to complete the CE process. This process is conducted daily.

Clients who have emergent issues will be referred back to the CE process as quickly as the issues are resolved.

Orientation, CASAS Appraisal and college advising are conducted Tuesday, Wednesday and Thursday at 9:00 AM.

The Choices workshop and job counseling are delivered daily at 8:00 AM.

Each client is referred to the Orientation, CASAS appraisal, and college advising elements, Choices and job counseling process. The client chooses their own time to attend each element. At intake, the client is given a scheduled appointment, approximately 10 working days from the date of intake, to see their ongoing case manager following the CE. Clients who fail to comply are given a good cause appointment and sanctioned if no good cause exists.

**6. Does your local area intend to include “enhancements” to the CE process beyond the required minimum standards (i.e. Family Literacy, soft skills, Dependable Strengths)? If yes, please describe your plans.**

Our partnership has added an Orientation to the process, which is given at the start of the CASAS appraisal presentation. The Orientation is presented in person by someone from the partnership.

We have contracted with a local agency to provide a Soft Skills seminar for all clients who have not completed high school or GED or who do not have recent paid work experience. The goal of this workshop is to prepare clients to engage in training, education or job search. In addition, Clark College offers ‘drop-in’ classes on various subjects, such as beginning computer skills, Word and Excel, open lab for job seekers, computer essentials, internet and email for job seekers, and others.

We are implementing a new initiative to engage pregnant and parenting women from the first trimester to the baby’s first birthday. The goal is to ensure a healthy birth outcome, to improve parenting skills, to make progress on training and education needs and to transition to employment.

**7. Describe how line staff will communicate and coordinate during the CE process.**

Line staff takes advantage of all forms of communication, including formal staffing, e-mail and e-JAS, informal in-person communications and via the appropriate use of channels. If there is a difference of opinion regarding the employability plan the case will be staffed and resolved.

**8. How will your local partnership pro-actively address challenges during CE start-up and on-going phases?**

Challenges will be addressed by the partnership.

Proposed measures:

1. How many people are moving through the CE?
2. How long did it take them?
3. Where did they go? Which pathways were they engaged in?

As a test site we are tracking these elements now.

**Local CE Plan Signatures and Regional Support:**

**Columbia River CSO:**

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**WorkSource:**

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**Clark College:**

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